**George Mason University**

Student Involvement

**George Mason University Student Chemistry Club**

**Drafted on: April 30, 2019**

Article One **NAME OF ORGANIZATION**

The name of this organization shall be the George Mason University Chemistry Club.

Article Two **PURPOSE OF ORGANIZATION**

* The objectives of this chapter are to help cultivate a community of learning and peer support amongst students of a chemical science, to stimulate the intellectual communication through the use of a professional organization, to obtain experience in preparing and presenting technical material before both chemical and lay audiences, to foster a professional spirit amongst members and chemical professors, to instill a professional pride in the chemical sciences, and to help bring about awareness of the responsibilities and challenges faced by the modern chemist.

Article Three **MEMBERSHIP**

* **Membership​ ​in​ ​this​ ​organization​ ​will​ ​not​ ​be​ ​restricted​ ​on​ ​the​ ​basis​ ​of​ ​race,​ ​color, religion,​ ​ethnicity,​ ​national​ ​origin,​ ​physical​ ​or​ ​mental​ ​disability​,​ ​sexual​ ​orientation, veteran​ ​status,​ ​gender​ ​identity,​ ​gender​ ​expression​,​ ​sex,​ ​or​ ​age.**
* Membership is restricted to George Mason University students. All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
* ACS Active members will be defined as current ACS student members. Members must be ACS Active members in order to hold office and vote in meetings. ACS Active members lose their active member status if they miss more than three meetings per semester. ACS Active Members will be required to perform some form of volunteer work in addition to their normal officer duties. This can include volunteering for any science related event, such as staffing booths, working expos, or volunteering through the COS or related departments, as well as other humanitarian-based work such as food drives, clothing drives, Habitat for Humanity work, etc. This can also be fulfilled by participating in the Chemistry Club’s Buddy Program, or Tutoring Services.
* Active members will be all non-ACS student members who are currently enrolled and actively attending meetings/ functions.
* Associate members may include members of faculty/staff, community members or students from other schools.
* Honorary members may be alumni, community members, industry members, etc.

Article Four **OFFICERS**

* An Executive Committee shall be put in place that consists of each of the officer positions listen below.
* The officers of this Chapter shall be a President, a Vice-President, a Secretary, a Webmaster, an Event Planner, an Outreach Coordinator, and a Treasurer. The officers shall be elected during the February election period from candidates nominated by an ACS Active member and approved by the faculty advisor(s). They shall take office in May and shall hold office for one year or until their successors are duly elected.
* The President, Vice-President, and Treasurer shall be considered the Executive Committee. These positions are integral to the proper running of the club and must be maintained, even if at the expense of other positions.
* The Webmaster, Event Planner, and Outreach Coordinator positions shall be considered part of the Leadership Committee. ob
* All elected officers must be sophomore standing or higher with a 3.0 GPA for their Chemistry degree (excluding any other degrees or minors they may be taking), and must be currently seeking a chemistry degree as listed on the Chemistry Department website.
* All elected officers who are part of the Executive Committee must be ACS members. Other positions do not require ACS membership.
* The president and vice-president must have taken CHEM 211, 212, 313, 314, 321 passing with a C minimum.
* All officers will be required to perform some form of volunteer work in addition to their normal officer duties. This can include volunteering for any science related event, such as staffing booths, working expos, or volunteering through the COS or related departments, as well as other humanitarian-based work such as food drives, clothing drives, Habitat for Humanity work, etc. This can also be fulfilled by participating in the Chemistry Club’s Buddy Program, or Tutoring Services.

**DUTIES**

* The President shall be in charge of confirming ACS events, confirming the budget, and leading the discussion during meetings and events. The President shall also be the primary liaison with any Faculty or Professional Advisors, and as such should be fully informed on matters concerning the Chapter. He or she will also be expected to work closely with any appropriate departments (such as the College of Science, the Chemistry Department, STEM Outreach program, etc) so as to maintain a good relationship.
* The Vice-President will assist the President when needed, as well as assist the Secretary with keeping meeting-minutes for the tri-yearly chapter reports (Article Nine). He or she will also be in charge of the annual re-registration of the Chapter with the ACS and the university, including insuring that the proper paperwork is submitted on a timely basis.
* The Secretary will be in charge of meeting-minutes as well as official correspondence within the Student Chapter, including responding to emails directed to the Chapter and reaching out to individuals on behalf of the chapter. (This does not include Social Media or Outreach Communications dealing with Event Planning). The secretary shall also be in charge of tallying nominations and votes during the elections period, as well as keeping track of volunteer hours for the club. He or she will be expected to provide regular reports to the Executive Committee regarding Chapter correspondence.
* The Treasurer will be in charge of maintaining the Chapter finances, budgeting expenses for Chapter events, excursions, guest speakers, etc., and putting together a monthly and annual budget plan, as well as providing monthly budget reports.
* The Webmaster will be in charge of maintaining the Chapter’s online presence, either on a platform such as Facebook, or on an individual website. This should include a calendar of meetings, as well as up to date information on other events or services conducted by the Chapter.
* The Event Planner will be in charge of providing a schedule of tentative events and projects for the Chapter, which will be shared with the rest of the Executive Committee at the beginning of each semester, and which will be updated monthly following the monthly budget report provided by the Treasurer. The Event Planner is also in charge of ensuring that each calendar be kept up to date with the correct information of upcoming events, as well as working with the Secretary to send out information for said events to the club members.
* The Outreach Coordinator will be in charge of reaching out to external groups or individuals that may be needed or of service to the Chapter for executing events that have been scheduled by the Event Planner. He or she shall also be in charge of recruitment of new club members, and communications with organizations off campus or outside of the club (such as professional organizations, businesses, or industries.

**FACULTY ADVISORS**

* **The​ ​primary​ ​advisor​ ​shall​ ​be​ ​a​ ​full​ ​time​ ​member​ ​of​ ​the​ ​faculty​ ​or​ ​staff​ ​at​ ​George Mason​ ​University**
* The chapter shall, at its annual election, confirm the position of Primary Faculty Advisor with a full time faculty member with the Chemistry Department, and who is a member of the American Chemical Society
* Said Advisor’s duties shall be to advise the Chapter both in its local activities and in its relations with the American Chemical Society.
* The Advisor may not vote in chapter elections, but may offer approval or nominate students.
* The Advisor shall be kept informed of all Chapter activities and shall advise the Chapter on any policy matters.
* The Advisor may be removed at any time if they become unavailable, but they must recommend a faculty member that may take their place.
* More than one Faculty Advisor is allowed and encouraged so as to allow for multiple opportunities for students to interact with examples of applications of chemical degrees to academia.

**PROFESSIONAL ADVISORS**

* The Chapter may, at its annual election, select as its Professional Advisor a non-faculty member of the American Chemical Society.
* A Professional Advisor shall be defined as a person with a chemical related degree currently working in some form or fashion in industry or some other position other than academia.
* This person shall assist the Chapter in its relations with the Local Section of the Society and with the industrial community, and may be asked to share experiential information with students regarding his or her sector.
* More than one Professional Advisor is allowed, and encouraged, as to allow for a well rounded example of the possible applications of a chemistry degree outside of academia.

Article Five **ELECTIONS**

* A Nominating Committee shall be put into place that consists of each and every faculty advisor, member of the Executive Committee, and member with ACS active status. This committee must provide at least one nomination for each position on the Executive Committee.
* A nomination period shall run for approximately two weeks at the end of the fall semester each year. During this period, each member of the Nominating Committee may nominate any student as a candidate for election, so long as said student meets the requirements to be an officer at the time of election.
* Members of the Nominating committee may nominate themselves but may only run for one office.
* Nominations must be submitted to the incumbent Secretary by the last week of February. Nominations must include the full name of the student to be nominated, as well as the name of the person nominating. If the person who is nominating does not provide his or her name, the tally shall not be counted.
* Each member of the Nominating Committee may only make one nomination per position.
* Nominees will be considered during the first two weeks of March to ensure that they meet the requirements for the position they are running for. The accepted nominees shall be contacted in order to accept or decline their nominations. The final nominees for positions will be displayed on the Chapter’s website/online platform, as well as in an email to be sent over the Winter Break.
* Elections will be held annually for the following school year at the first meeting in January. All members of the Chapter must vote at the first meeting. Any votes cast before or after that day shall not be counted. Members may vote only once for each position, and their ballots must have their name on it.
* The secretary shall be in charge of tallying all votes and confirming that candidates meet the requirements to be an Officer as described in Article Four. This process must be complete no later than April 15 of the same semester.
* Voting shall be based on a simple majority vote, with no possibility of revoting. Results shall be disclosed by the Secretary both in email and during the first meeting directly following the April 15 deadline.

Article Six **IMPEACHMENT OR RESIGNATION**

* **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**
* In order to begin the impeachment process, there must be a motion made to impeach the officer in question, and this motion must be made by another officer during an Executive Committee meeting. In order for this motion to be considered valid, the officer making the motion must provide reasoning as to why impeachment is necessary. After providing reasoning, another officer must second the motion, i.e. show their hand in favor of the movement. Once the motion has been made and seconded a vote must be held whether to impeach the individual, either during the current meeting or the following Executive Committee meeting.
* The faculty advisor must be present for an impeachment hearing.
* Impeachment will only take place with at least a two-thirds vote in favor of impeachment amongst the officers (excluding the officer in question). The officer in question may, if he or she so chooses, spend no more than ten minutes of the meeting in which the vote will take place to give a prepared argument for why he should remain in office or does not deserve impeachment. After hearing said speech, the vote will be cast and decided.
* Votes to impeach are effective immediately, and it is up to the remaining officers to fill a vacancy as soon as possible.
* If a required position, such as president or treasurer, becomes vacant, the officers will immediately vote within the same meeting to promote a non-required officer position, such as secretary, to the vacant position immediately after completing the impeachment process. The newly vacant position will then be filled as if it were the original vacancy.
* If the vacancy due to impeachment is not a required position for the RSO (president or treasurer), or if a vacancy is caused by the promotion of an officer to President or Treasurer, then the position should be filled by the nomination of an ACS Active member who meets the qualifications, and a vote to confirm this nomination will occur at the following Chapter meeting. An email to explain this change shall be sent to all members and advisors of the Chapter following the vote for impeachment.
* Resignations will be classified in one of two manners; one, the resignation will be considered in good faith, or two, the resignation will be considered without good faith.
* For a resignation to be considered good faith, it must meet at least one of the following criteria:
  + Resignation is due to severe family illness, personal illness, family death, family birth, school transfer, or any other reason deemed appropriate by the officers.
    - Proof is required for instances of illness or transfer
  + Prior notice of resignation is given well in advanced, at minimum one month.
* For a resignation to be considered bad faith, it must meet at least one of the following criteria:
  + Resignation is announced less than one month in advanced or not at all, provided that the conditions listed above were not met
  + Resignation is due to student having trouble with scheduling, time management, or another issue deemed appropriate by the officers
* If a student has resigned in good faith, he or she may reapply for an officer position in GMU ACS Club again in the future (not within the same school semester).
* If a student has resigned in bad faith, he or she may not reapply for any officer position at any time.
* Should a resignation take place, and the position be one required by for the operation of the club (president or treasurer) a vote must be made, at minimum the day following the last day of the resignee, to promote one of the nonessential officers to the position (i.e. secretary). The following voting procedure may then be used to fill the remaining vacancy.
* Should the position be a nonessential one, then the position should be filled by the nomination of an ACS Active member who meets the qualifications, and a vote to confirm this nomination will occur at the following Chapter meeting. An email to explain this change shall be sent to all members and advisors of the Chapter following the official resignation.

Article Seven **MEETINGS**

* Regular meetings shall be held monthly.
  + At minimum two officers must be present to help run the meeting. The officers can be selected using a sign-up option, or by voting amongst themselves.
* Officer meetings shall be held bi-weekly
  + All officers must attend.
  + The meeting will be presided over by the President.
  + The time of the meeting will be decided prior to the beginning of each semester and will be used throughout the whole semester
* Special events may be arranged through the Executive Committee. There shall be at least four activities per year.

Article Eight **FINANCE**

* No dues are required for active members to join the GMU ACS Club, only ACS active members.
* The annual dues of the ACS active member can be collected by the Treasurer. This must be done within the first week of either the Spring or Fall semester, i.e. students wishing to join for the fall semester must pay their dues collectively within the first week.
* Students who are not ACS Active members can become ACS student members by paying their dues online to ACS; they can then show proof of purchase to the treasurer in order to be elevated to ACS active member status.
* Dues or fees may be required on a case by case basis for certain activities as deemed necessary by the treasurer. Only the treasurer may require the collection of dues for a given event with a passing vote of at minimum two-thirds of the current officers. These dues may only be used to fund the cost of the event in question.
* Any dues or fees required to participate in an event must be collected at least 1 week prior to the event by the Treasurer.

Article Nine **CHAPTER REPORTS**

* The Chapter shall send to the Department of Higher Education/ Undergraduate Programs a chapter report of all its activities, which is an overview of the meeting-minutes collected by the Vice President and Secretary. The Vice President and the Secretary shall work together to submit the report online in the Spring at least once every three years, beginning one year after the first meeting.
* The American Chemical Society shall be informed promptly of the results of all elections of officers and Faculty Advisors in a report generated by the outgoing Executive Committee.

Article Ten **AMENDMENTS**

* Amendments must conform to ACS regulations established for ACS student chapters, as well as the GMU RSO Bylaw requirements as established by the GMU RSO handbook.
* Amendments must be proposed at an Executive Committee meeting and may be proposed by any member of the Chapter. Voting on the amendment shall take place at the following Chapter meeting. An email to explain this change shall be sent to all members and advisors of the Chapter following the proposal.
* These bylaws may be amended by a two-thirds vote of the Chapter members.
* A bylaw review session will be held annually at the Executive Committee meeting in February.
* **Student Involvement must review all amendments in the same manner as a completely new constitution.**

Article Eleven **RATIFICATION**

* **This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.**
* This constitution shall be ratified with the signatures of each member of the Executive Committee, as well as that of the Faculty Advisor.

Constitution Ratified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s):

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outreach Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Planner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Webmaster: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Faculty Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_